

WALBERSWICK PARISH COUNCIL

Allotment allocation and rent policy

Proposed for adoption by WPC June 2025

A GDPR impact assessment was carried out on this policy (July 2023) and no further action was required

1. The policy of WPC is, as a minimum, to cover all costs of the Parish Council providing allotments, including but not limited to land rent, administrative costs, and any water costs for which the Parish Council is liable
2. The current allotment rents for the year (1st October '25 to 30th September '26) are:
 - i. 1 plot - £24 per annum
 - ii. 1/2 plot - £17 per annum
 - iii. 1/4 plot - £11 per annum
3. Rents will be reviewed annually as part of the normal budget cycle of WPC and there will be a minimum of 3 months notice to allotment holders of any change in rent
4. All rents are collected annually in advance and are collected in alignment with the council's fiscal year
5. Anyone wishing to give up a tenancy must advise the council by 1st April each year of giving up the plot at the end of September of that year, or the following years rent will still have to be paid in lieu of notice
6. Allocation of allotments will be at the start of each fiscal year and preference will be in the following order:
 - a. Current tenants to continue with their existing plot
 - b. Current tenants to switch plots with another allotment holder by mutual agreement
 - c. Current tenants to switch to a vacant plot instead of their existing one, once all other current tenants have been allocated plots.
 - d. Any Walberswick residents wanting a plot
 - e. Others wanting a plot
7. Plot allocation cannot be gifted, bequeathed, sold or in any other way passed on to others by allotment holders outside of the mechanism laid out above and all plot allocation is at the sole discretion of Walberswick Parish Council
8. In circumstances where there is a waiting list for plots, this will be maintained by the Walberswick Parish Clerk
9. Walberswick Parish Council reserves the right to terminate the use of one, more than one or all allotments on provision of 12 months' notice to existing tenants
10. All allotment holders must sign a valid (i.e. current version) tenancy agreement before taking up their tenancy – the current agreement can be viewed here:
<http://walberswick.onesuffolk.net/walberswick-parish-council/policies-and-publications/policy-statements/>